

Mission Statement

"Helping more people live life with Jesus every day"

Description

The Accounts Payable Clerk provides assistance in daily and monthly functions of the Finance and Business Department and contributes to our mission by fostering a culture of discipleship that results in support of increased sending capacity beyond Gloria Dei.

Duties

- 1. Responsible for weekly Accounts Payable tasks, such as entering and paying invoices, distributing checks, along with the annual distribution and electronic filing of 1099's.
- 2. Help facilitate and prepare Fixed Asset Inventory.
- 3. Responsible for quarterly reconciliation of outstanding checks.
- 4. Assist in the preparation of monthly, quarterly, and annual financial reports of all funds.
- 5. Provide administrative support to other areas of Gloria Dei ministry as needed with the direction of the supervisor.

Qualifications:

- Two to four years' experience or degree in related field
- Prior church work experience is a plus

This hourly position is nonexempt, minimum 24 hours per week and reports directly to the Finance & HR Director. The normal workweek is Monday through Friday. Because of the nature of this ministry, flexibility in scheduling is required. For further information, contact Beth Koerber, Chief of Staff and Operations at bkoerber@gdlc.org, or stop by to complete an application at Gloria Dei Lutheran Church, 18220 Upper Bay Road, Houston, TX 77058. Phone 281-333-4535.